

# Retention and Classification Report

**Agency:** St. George (Utah). Legal Services Department (2972)

, UT

**Records Officer** Christina Fernandez

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**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 17996

3

**TITLE:** Adverse action files

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are case files for routine lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 3.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after case is closed and then destroy.

**APPRAISAL:**

**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 17996

**TITLE:** Adverse action files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 18020

3

**TITLE:** Civil case files

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These case files document significant civil court cases in which the municipality is a party or represents the interests of the State of Utah. They include case number, plaintiff, defendant, nature of case, attorney's notes, related correspondence, and final verdict. This information is largely duplicated in court files and could be weeded after the case is closed.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 5.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years after case is closed and then destroy.

**APPRAISAL:**

**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 18020

**TITLE:** Civil case files

(continued)

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 18021

3

**TITLE:** Collection case files

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are case files that document "all fines, penalties, and forfeitures for the violation of any ordinance, when collected, shall be paid into the municipal treasury within seven days after the collection date" (UCA 10-3-716) (1997)). They include various court filings, attorney's notes, and final judgement.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 6.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 18021

**TITLE:** Collection case files

(continued)

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 18017

3

**TITLE:** Damage claims files

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain petitions claiming damages caused by municipal employees and/or equipment. They are used to determine liability. These files include petitions, correspondence and police reports if applicable.

**RETENTION:**

Retain 6 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 1.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years and then destroy provided no litigation pending.

**APPRAISAL:**



**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 18017

**TITLE:** Damage claims files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. 63G-2-305(8) (2008)

**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 18022

3

**TITLE:** Felony case files

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These case files document felony cases filed and prosecuted in district court. They contain the case number, defendant's name, charge, indictment and arraignment dates, plea, bond amount, trial date, verdict, and sentence. The files may also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in case files and could be weeded after the case is closed and all appeals heard.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 7.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years after case is closed and then destroy.

**APPRAISAL:**

**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 18022

**TITLE:** Felony case files

(continued)

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 18019

3

**TITLE:** Lawsuit case files

**DATES:**

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are case files for routine lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

**RETENTION:**

Retain 7 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 3.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after case is closed and then destroy.

**APPRAISAL:**

**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 18019

**TITLE:** Lawsuit case files

(continued)

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 18024

3

**TITLE:** Legal case index

**DATES:**

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

This is an index to civil and criminal (felony and misdemeanor) case files showing case number, names of defendant(s) and plaintiff(s), case type, date filed and disposed, decisions, and notations concerning case activities.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 9.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 18011

3

**TITLE:** Liability risk management case files

**DATES:** ca.1900-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name

**DESCRIPTION:**

These case files document the reporting, investigation, and settlement of liability claims filed against the municipality.

**RETENTION:**

Retain 20 years after case is closed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 11, Item 4.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 20 years after case is closed and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 18011

**TITLE:** Liability risk management case files

(continued)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(23) (2008)



**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 18018

3

**TITLE:** Misdemeanor case files

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These case files document routine misdemeanor criminal cases prosecuted in circuit courts. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in court files and should be weeded after the case is closed.

**RETENTION:**

Retain 7 Years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 2.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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Paper: Retain in Office for 7 years after case is closed and then destroy.

**APPRAISAL:**

**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 18018

**TITLE:** Misdemeanor case files

(continued)

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** St. George (Utah). Legal Services Department

**SERIES:** 18059

3

**TITLE:** Redevelopment records litigation files

**DATES:**

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are case files for significant lawsuits filed by the city and those filed against the city. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 10.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Protected